

FUNCTIONAL APPLICATIONS MANAGER

Comptroller's Office

PURPOSE:

The Functional Applications Manager manages and is responsible for the research, specification, design, implementation, and troubleshooting of all computer systems and software applications supporting the Comptroller's Office.

ESSENTIAL FUNCTIONS:

- Supervises and evaluates employees.
- Primary contact person for many users of the Comptroller's Office services.
- Utilizes fourth generation languages to produce complex payroll and financial reports.
- Interfaces with public record requestors as needed which may include the media and other outside organizations.
- Obtains quality control services from other divisions and redaction from the Milwaukee Police Department as necessary.
- Analyzes, designs, tests and documents changes, enhancements, and fixes to payroll and financial systems.
- Provides direction to the data processing department and consulting personnel as needed.
- Updates and maintains PeopleSoft payroll system tables including those controlling system configuration, pay codes, deductions and leave processing.
- Manages non-recurring projects such as the analysis, specification and ordering of the devices.
- Monitors, coordinates and manages application projects related to PeopleSoft modules.
- Administers the network, including addition and deletion of users, change of security rights or passwords and determine needs and specific equipment to meet needs.
- Manages/tracks department's equipment budget.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's degree in Accounting, Business Administration, Management Information Systems or a related degree, from an accredited college or university.
 - **NOTE: College transcripts are required and must be received within three business days after the application period closes.** College transcripts may be either attached to the application; **OR**, sent to Box FAM, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202; **OR**, e-mailed to staffinginfo@milwaukee.gov. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.
2. Five years' experience with payroll and financial computer systems and large scale networks or database analysis, performing duties similar to those outlined above.

NOTE: Equivalent combinations of education and experience may also be considered.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of PeopleSoft Human Resources, Payroll and Financial Suites.

- Knowledge of Oracle Databases.
- Knowledge of PeopleSoft Query tool, SQL, and Crystal Reports.
- Knowledge of payroll law, including the Fair Labor Standards Act.
- Knowledge of coding methods and best practices.
- Knowledge of management techniques and practices.
- Systems analysis and project management skills.
- Oral communication skills; the ability to convey technical information in an understandable manner, communicate effectively with a wide variety of people in person, on the telephone and in a public setting.
- Written communication skills; the ability to create reports and correspondence conveying technical information.
- Interpersonal and customer service skills, including the ability to collaborate with a wide range of people across responsibility levels.
- Ability to develop test cases and test plans.
- Ability to use Microsoft Office Suite and Windows.
- Ability to identify, troubleshoot and resolve hardware/software problems.
- Ability to use network administration tools.
- Ability to provide end user support.

SALARY (1IX):

The current starting salary is \$74,731 for City of Milwaukee residents. The non-resident starting salary is \$73,627 annually. **Appointment above the minimum is possible.**

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **July 11, 2014**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

- **NOTE:** *The City's residency requirement set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process please contact 414-286-3751.*

APPLICATIONS and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling (414) 286-3751.